

## **PROCESS FOR PREPARING THE CAPITAL IMPROVEMENT PROGRAM**

Chesterfield, in accordance with its County Charter, typically prepares a five-year Capital Improvement Program. This program is revised annually. The current capital improvement process incorporates the principles of financial management and community planning. This program plans projects over a six-year period.

Preparation of the CIP is an interactive process that takes approximately six to eight months. All county departments with capital needs submit project requests subject to specific guidelines. Projects submitted for review typically cost in excess of \$100,000 and are projects that do not recur annually.

A review committee, appointed by the County Administrator, meets on a regular basis to consider the projects submitted for review and to consider all issues related to Capital Improvement Programming. Members of the Review Committee are as follows:

Bradford S. Hammer, Deputy County Administrator  
Human Services Administration

James J. L. Stegmaier, Deputy County Administrator  
Management Services Administration

M. D. "Pete" Stith, Jr., Deputy County Administrator  
Community Development Administration

Colonel Carl R. Baker  
Chief of Police

Stephen A. Elswick  
Chief of Fire

Thomas Jacobson, Director  
Planning Department

Robert L. Eanes  
Assistant to the County Administrator

Fran Pitaro, Director  
General Services

Marilyn Cole  
Assistant County Administrator

Jay Payne, Budget Manager  
Budget and Management

Rebecca T. Dickson, Director  
Budget and Management

Budget staff compiles project requests, project costs are determined, and the Review Committee discusses the requests by department and functional area. All projects are reviewed for consistency with the county's adopted Comprehensive Plan and Public Facilities Plan and are reviewed by the Utilities, Transportation, Engineering, and Information Systems Technology Departments for any related issues. In addition, project costs are checked for accuracy by the county's Construction Management Office. Projects are prioritized and the merits of each are discussed.

The Budget and Management Department determines the availability of funds in accordance with the Board of Supervisors' established debt management policies. Determining the availability of funds includes an analysis of county debt capacity in future years and projections of funds from the Reserve for Future Capital Projects. It is at this time that difficult choices must be made to decide which projects should remain in the proposed CIP.

The allocation of programming and/or design funds for those projects that may be identified on a future bond referendum was incorporated into the CIP process several years ago. These programming and design funds enable staff to perform feasibility studies, if necessary, to program the facility, if applicable, or to begin design of the facility. Not all of the aforementioned phases are necessary for all projects. This process will result in more accurate project cost estimates prior to placement on a referendum.

The acquisition of real property may be necessary for the construction of capital facilities. As a part of programming, selected sites may be evaluated by the county's site selection study team. The purpose of the team is to ensure that the best sites are selected for capital projects. A proposed site is evaluated based on desirability for the proposed use, impact on the community, conformance with the county's Comprehensive Plan and cost. The study team, assembled under the direction of the county's Planning Director, includes representatives from the following departments: Construction Management, Environmental Engineering, Utilities, Transportation, Planning, Utilities Right-of-Way, Assessor, and Budget and Management.

Upon completing a final analysis of projects and matching available funding with requests, staff prepares the County Administrator's Proposed CIP. The proposed plan is then presented to the Board of Supervisors. After work sessions and public hearings are conducted and appropriate changes and adjustments are made, the CIP is adopted in conjunction with the county's Biennial Financial Plan. The first year of the CIP is the county's Capital Budget. Upon adoption of the CIP, funds are appropriated for those projects identified in the first year of the plan.